



# GUIDED FIELD TRIP

## PLANNING YOUR VISIT

---

Review this guide for information on how to register your group for a guided program at New England Botanic Garden. Read on for FAQs and general information about what to expect and how to ready your class and chaperones.

## SCHEDULING YOUR VISIT

### REGISTRATION

Programs are available by advanced registration only. We recommend that you book your programs at least three months in advance. All field trips are 90 minutes in length and are offered between the hours of 9am and 2pm. To register please contact us at 508.869.6111 x132 or [youtheducation@nebg.org](mailto:youtheducation@nebg.org).

### PAYMENT

School programs are \$12 per student unless otherwise noted. A maximum of one chaperone for every 5 students is admitted free of charge. Additional chaperones pay the group rate of \$17.10. Payment may be made in advance or on the day of the program.

### CHANGES & CANCELATIONS

Please contact us as soon as possible if you would like to postpone, reschedule, or cancel your program. All field trips are fully outdoors and will run rain or shine. Please have students dress appropriately. If extenuating circumstances force the Garden to close for the day we will contact you immediately and reschedule your visit. If there is a cancellation due to snow we will work with you to reschedule your visit within the school year.

### BEFORE ARRIVAL

We recommend that you complete the optional pre-visit activities in the Educator Guide prior to your visit. Share the Chaperone Guide with your chaperones and review our garden etiquette policy with students prior to arrival. Have students wear nametags and divide your classes into groups of no more than 15 students with at least one chaperone per group.

### UPON ARRIVAL

Please plan to arrive 15 minutes before the start of your program to unload your bus and use the restrooms. Your program will begin at its scheduled time. If your bus is delayed please call 508.869.6111 x132. If you arrive more than 20 minutes late we cannot guarantee a full program. Buses should unload at the garden entrance using the drop-off lane. A Teacher Naturalist will be there to greet your group. Buses may park in the designated bus parking spaces until pick-up when they will return to garden entrance lane.

# FREQUENTLY ASKED QUESTIONS

## How many students can I bring?

To ensure the best possible experience we limit group size to 75 students. We provide one Teacher Naturalist for every 10 to 15 students. If your group is larger than 75 students you will need to schedule your school field trip over multiple days.

## Can we eat lunch at the Garden?

Groups are welcome to arrive early or stay later and participate in self-guided activities or have lunch. Picnicking is allowed in any of the mowed lawn areas or at the picnic tables under the pavilion in the Ramble children's garden. We ask that you follow the pack in, pack out policy, bringing a trash bag with you and disposing of all your trash offsite. We appreciate your help keeping our garden spaces clean.



## Is the garden ADA accessible?

The formal gardens, education center, and the Ramble (children's garden) are ADA accessible. The forest and meadow trails at the Garden are made of natural materials; the terrain is uneven and steep in certain areas. If you have students in your group that require mobility assistance please share this information with our staff when you register for your field trip.



## How can you support ELL students or students with a disability?

Our Teacher Naturalists are experienced in working with students of all backgrounds and abilities and our programs can be modified to suit the needs of each group of students. All student materials are available in Spanish, Portuguese, or French upon request. When registering for a field trip please tell us more about your group and we will work with you to provide accommodations that best support your students.

## How should students dress?

Programs are held rain or shine. We recommend closed-toed and slip resistant shoes or boots in rainy, muddy, or snowy conditions. Please bring insect and tick repellent or apply before you leave school. Students should also bring water, hats, sunscreen, or rain or winter coats depending on the weather. Name tags are recommended and help our Teacher Naturalists interact with and get to know your students best.



## Who leads the programs?

Our programs are led by trained and experienced Teacher Naturalists. Our instructors will guide your students in hands-on field investigations of New England Botanic Garden's plant and animal life, diverse habitats, and history.

## What happens in the case of inclement weather?

Programs are held rain or shine and take place primarily outdoors, please have students dress appropriately. We follow the Boylston school schedule. If there is a cancelation due to snow we will work with you to reschedule your visit within the school year.

# CLASSROOM TEACHERS

Thank you for choosing New England Botanic Garden for your field trip visit. To take advantage of all the garden has to offer, please take the time to familiarize yourself with the garden and our policies. We are a living plant museum and we thank you in advance for helping to protect our collection, both inside our conservatories and in our outdoor gardens. Educators are welcome to tour the gardens and trails before your scheduled program. Show your MTA card at the information desk and receive FREE general admission!

## GARDEN ETIQUETTE

- Please stay on the paths or lawns and leave trees, plants, flowers, and wildlife undisturbed so that others may enjoy them too.
- Enjoy your lunch on any of our mowed lawn areas or at the pavilion in the Ramble garden. Be sure to keep paths clear for other visitors.
- Please carry out what you carry in, including trash.
- Shirt and shoes are required at all times.
- Please respect the tranquility of other guests and remember the garden is a shared space.
- Recreational equipment (frisbees, balls, etc.) should be left at home or at school.

## FIELD TRIP CHECKLIST

- ☐ Register for your field trip via phone or email.
- ☐ Download and review the Educator Guide for your selected program from our website.
- ☐ Complete the optional pre-visit activities in the Educator Guide.
- ☐ Create nametags for students and form groups of 10-15 students, with 1 chaperone per every 10 students.
- ☐ Review the field trip schedule and go over expectations with students and chaperones. Be sure to stress the importance of proper attire.
- ☐ Pack water, sunscreen, insect repellent, lunches, and trash bags (if staying for lunch), extra chaperone guides, and nametags.
- ☐ Print the Chaperone Guide on the following page and distribute to teachers and chaperones who will be attending.
- ☐ Notify chaperones of the designated meeting location after the program ends.
- ☐ Unload bus in the drop-off lane in front of the garden entrance 15 minutes before the start of your program and meet your instructors.
- ☐ Present your confirmation letter with the final student and chaperone count and payment to a visitor services staff member at the Information Desk if applicable.
- ☐ Enjoy your field experience and collect your students' field notebooks to complete the optional post-visit activities, found in the Educator Guide, back in the classroom.



# GUIDED FIELD TRIP CHAPERONE GUIDE

*You don't need any special knowledge to be a chaperone, just a willingness to participate and actively take part in student learning!*

## CHAPERONE RESPONSIBILITIES

- Know students in your group by name and keep group together and within view at all times.
- Help students follow garden expectations and maintain group safety.
- Encourage students to participate in the program and fully explore the gardens.
- Familiarize yourself with the garden map and note where the restrooms are.
- Know your itinerary, including meet-up locations, garden shop visit plans, lunch, and departure times.
- Come prepared to explore outdoors, rain or shine.
- Please keep cell phone use to a minimum, be a role model for your group, and have fun!

## GARDEN EXPECTATIONS

- Please stay on the paths or lawns and leave trees, plants, flowers, and wildlife undisturbed so that others may enjoy them too.
- Enjoy your lunch on any of our mowed lawn areas or at the pavilion in the Ramble garden, being sure to keep paths clear for other visitors.
- Please carry out what you carry in, including trash.
- Please respect the tranquility of other guests and remember the garden is a shared space.
- Recreational equipment (frisbees, balls, etc.) should be left at home or at school.

## MY GROUP LIST

Student names

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Meet-up Location:

Departure Time: